

CITY OF BROWNSBORO

Est. 1849

Residential Building Permit

Job Address: _____		Date: _____	
Block: _____	Lot: _____	Property ID: _____	Subdivision: _____
Owner: _____		Address: _____	Phone: _____
Contractor: _____		Address: _____	Phone: _____
Electrical: _____		Address: _____	Phone: _____
Plumbing/Irrigation: _____		Address: _____	Phone: _____
Mechanical: _____		Address: _____	Phone: _____
Use of Building: _____			
Type of Permit: New <input type="checkbox"/> Remodel/Addition <input type="checkbox"/>			
Describe Work: _____			
Flood Zone: Yes <input type="checkbox"/> No <input type="checkbox"/> (If "Yes", Flood Plain permit required)		Square Feet	
Asbestos Survey: Yes <input type="checkbox"/> No <input type="checkbox"/>		Air-Conditioned _____	
		Non-A/C _____	
		Total Square Ft. _____	
		# Stories: _____	
Type of Construction: _____		# of Baths: _____	Foundation: _____
Roof: _____		# Bedrooms: _____	
Masonry Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		Sprinkler Req'd? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Smoke Alarm? Yes <input type="checkbox"/> No <input type="checkbox"/>	
# of Dwelling Units: _____		Zoning: _____	Occupancy Group: _____
<p style="text-align: center;">NOTICE</p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATION OR A/C. THIS PERMIT BECOMES NULL AND VOID IF AUTHORIZED WORK OR CONSTRUCTION IS NOT COMPLETED WITHIN 6 MONTHS ANYTIME AFTER WORK IS COMMENCED, UNLESS OTHERWISE STATED IN SPECIAL CONDITIONS.</p> <p>BEFORE THE BUILDING CAN BE OCCUPIED, A CERTIFICATE OF OCCUPANCY MUST BE ISSUED BY THE INSPECTOR ON THE COMPLETION OF CONSTRUCTION. CONTACT REPUBLIC SERVICES FOR DISPOSAL SERVICES.</p>		Overlay District: Yes <input type="checkbox"/> No <input type="checkbox"/>	
		<ul style="list-style-type: none"> Incomplete plans or applications will not be accepted for review. Plans must include any electrical, mechanical, and plumbing drawings. With Application, submit 3 set of hard copies, 1 digital 	
		<p style="text-align: center;">I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE PROVIDED INFORMATION TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT, THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p>	
		<p>Printed Name: _____</p> <p>Signature: _____</p>	
		Permit Fee: \$ _____	
FOR OFFICE USE ONLY			
Engineering _____	Date: _____	Bldg. Insp.: _____	Date: _____
Public Works Dir. _____	Date: _____	City Secretary: _____	Date: _____
Special Conditions: _____			

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Residential Building Permit Submittal Checklist

Please include all items listed on the checklist when submitting a Residential Building Permit. Permits will not be accepted or reviewed until the checklist is complete. Drawings must be drawn to scale, dimensioned and of sufficient clarity.

Required Drawings and Documents:

- 1. **Complete Residential Permit Application**
- 2. **Construction Document Submittals:** Two (2) Copies and One (1) Digital copy of complete set of construction documents are required for plan review
- 3. **Site Plan:** drawn to scale of 1" = 20' or legible with dimensions (not to scale). Site plans must show lot dimensions, footprint of building and distance from building to property lines, platted building lines, driveways, all easements, water courses, ditches, direction of water runoff, and the address and legal description of the lot.
- 4. **Erosion control:** Plan showing silt fences and rock filter dams to prevent erosion.
- 5. **Exterior elevations**
- 6. **Floor Plans:** drawn to a scale of 1/4" = 1'. Floor plans must show all dimensions, room names, size and type of windows and doors, roof slopes, chimneys, and overhangs.
- 7. **Structural plans:** where required, drawn to a scale of 1/4" = 1'. Structural plans must show second floor framing, ceiling framing, roof framing, headers and beams.
- 8. **Electrical Plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1'. Electrical plans must show the location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels.
- 9. **Plumbing plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1' or legible with dimensions. Plumbing plans show the location of fixtures, water heaters, and gas outlets.
- 10. **Mechanical plans:** (may be combined with the floor plan) drawn to a scale of 1/4" = 1' or legible with dimensions. Mechanical plans show the location of A/C and heating units, appliances and duct work.
- 11. **Certified Energy Compliance Report** (www.energycodes.gov)